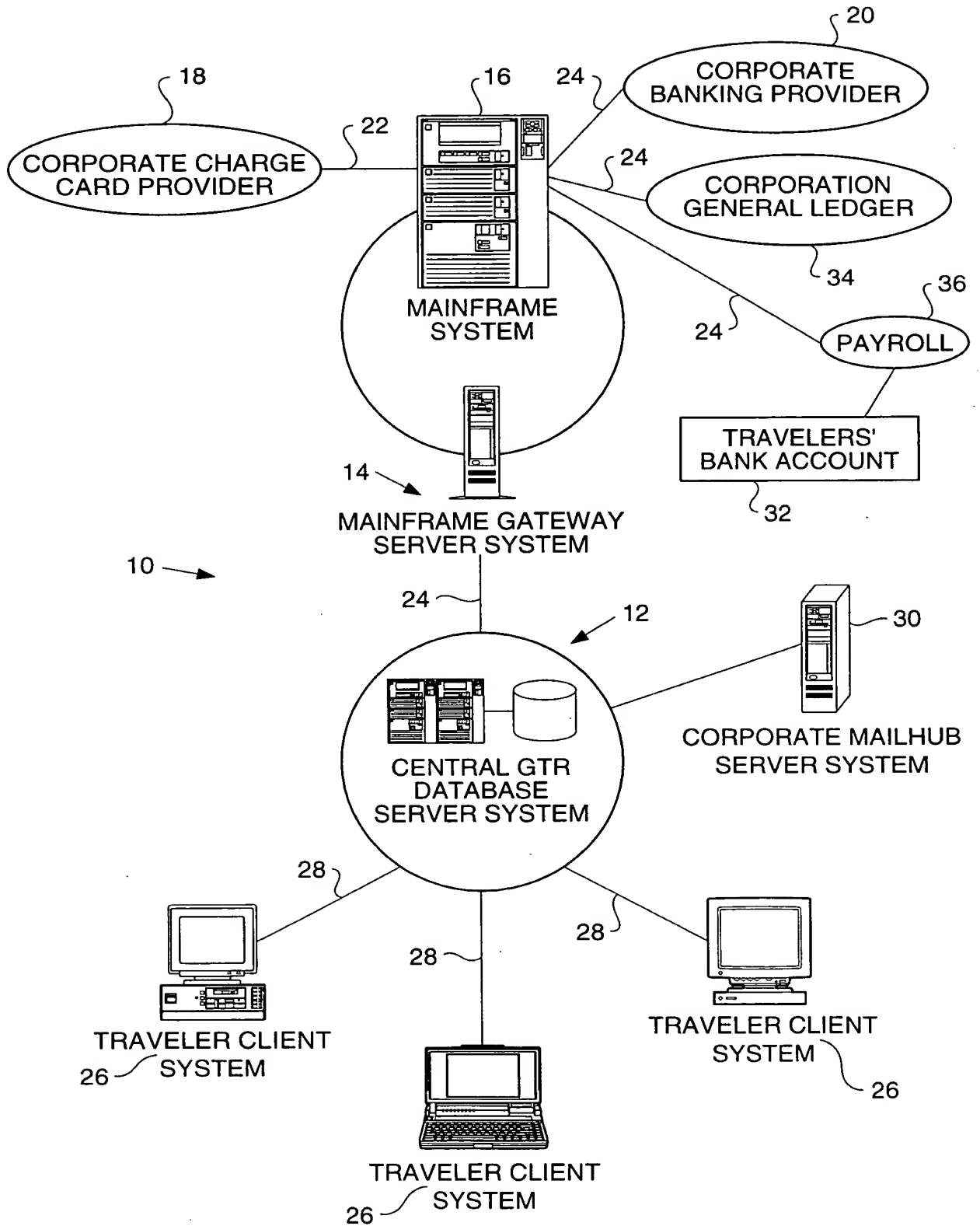
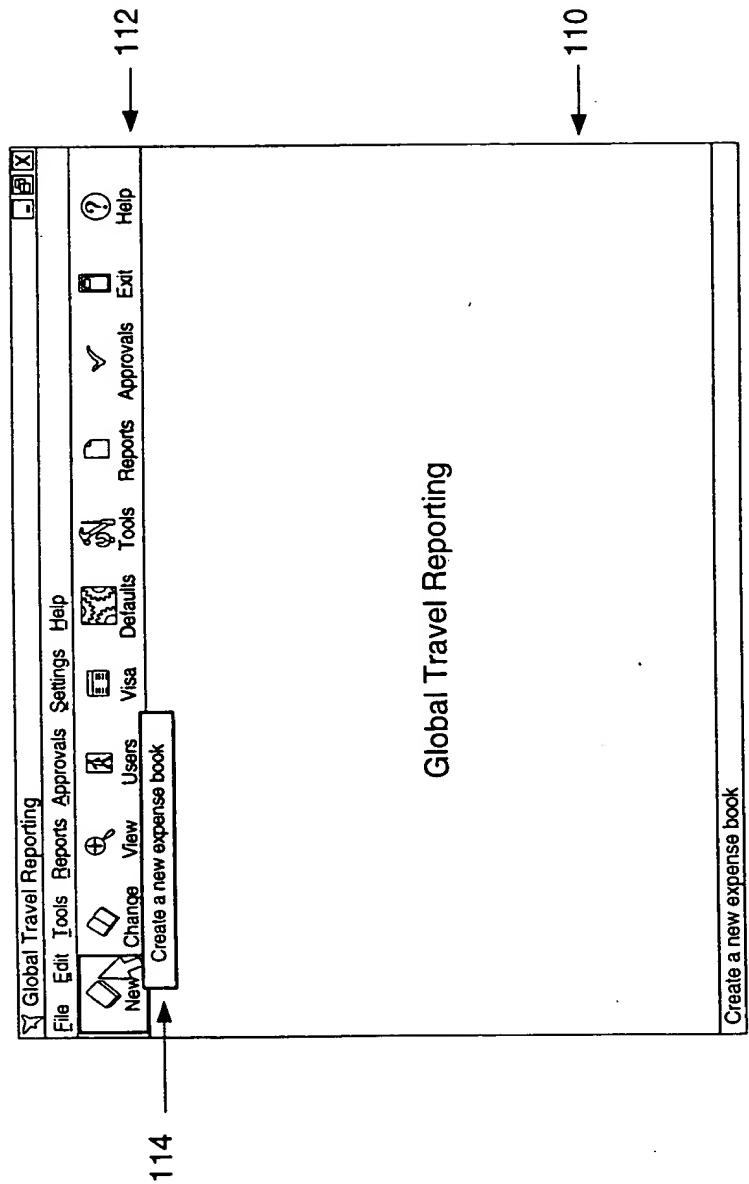


FIG. 1





GTR New Book Wizard

Please enter the following information and click Next to continue.

Employee name: 118

Book title: 120

Book start date: 122

Book end date: 124

126

Help <Back Next> Cancel

116

Fig-4-

GTR New Book Wizard

Please enter the following information and click Next to continue.

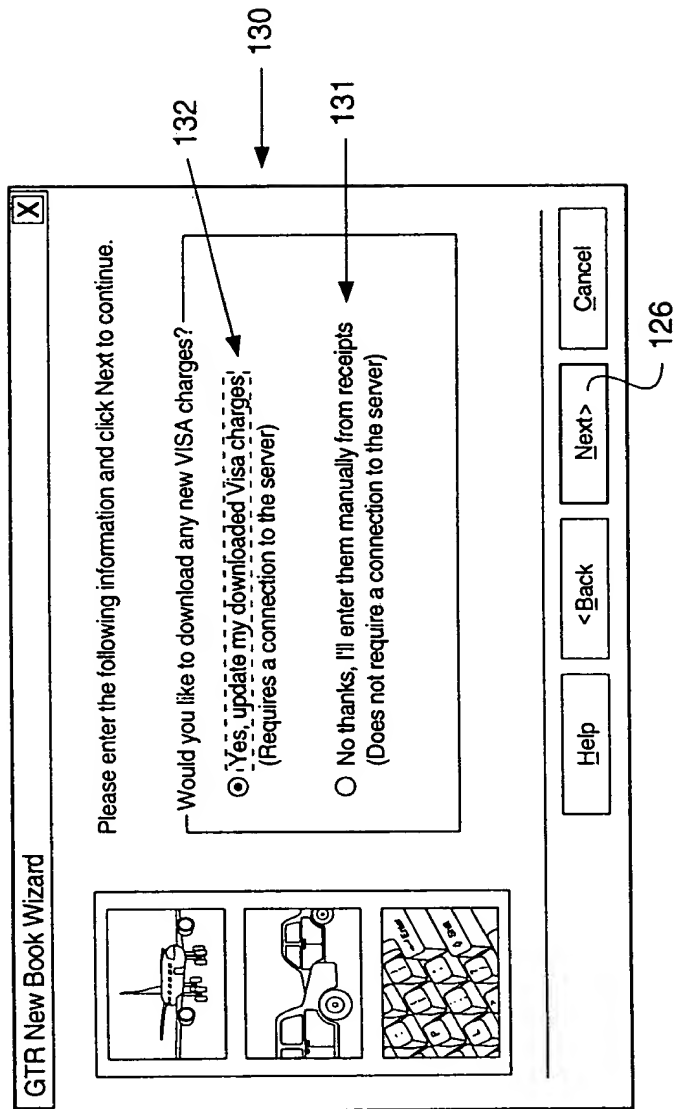
List business purpose, city, and person visited including: title, company name, and business relationship.

Trip to Halifax, Canada to visit Caterpillar dealer John Smith of Atlantic Tractors and Equipment. John, the IS Manager, helped us gather new system requirements.

128

126

Help <Back Next> Cancel



11-00000-00000

6/26

134

X

GTR New Book Wizard

Please enter the following information and click Next to continue.

Confirm

?

This procedure requires a connection to the server and may take a few minutes depending on the speed of your connection. Are you sure you want to continue?

136

Yes

No

Help

<Back

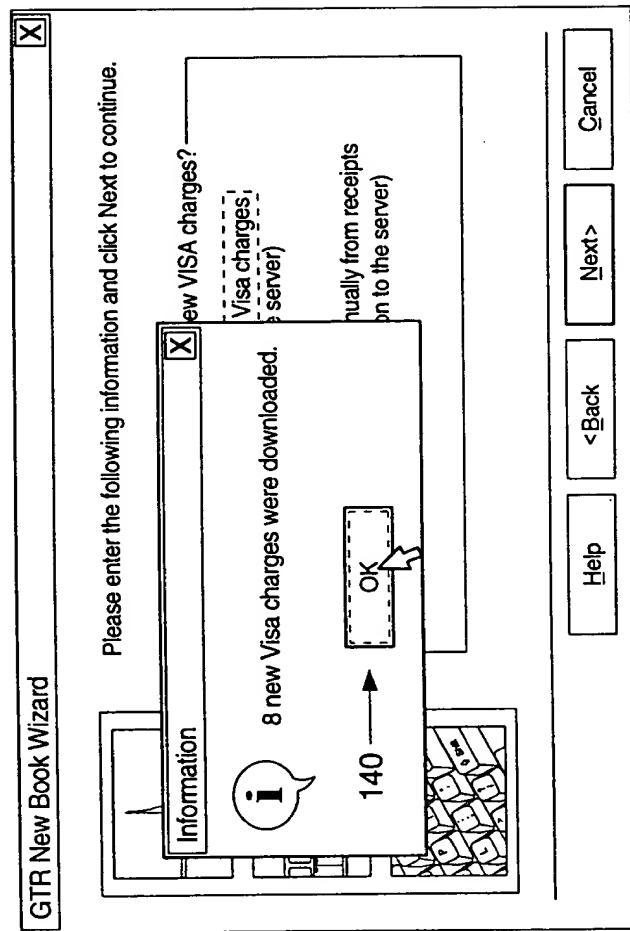
Next>

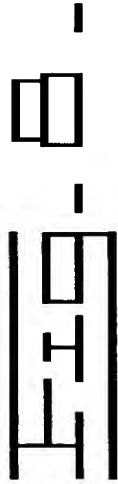
Cancel

FIG. 7

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8/26

Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Help

Manual Entries...

International Book

Downloaded Visa Charges

te Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
98SHELL 2001	\$17.18	CAD	23.64		23.64	
98NATIONAL-T	\$281.50	CAD	385.32		385.32	
98UNITED AIR	\$450.16	USD	450.16		450.16	
98FIRST BANK	\$100.00	USD	100.00		100.00	
98*FINANCE C	\$2.00	USD	2.00		2.00	
98HOLIDAY IN	\$776.00	CAD	1055.98		1055.98	
98TONY ROM	\$20.38	CAD	28.00		28.00	

Apply To Book...

Reconcile Toggle

Drag to resize ↓

Description

Business Purpose

Amt. in USD

Curr. Code

Local Amt.

Pmnt. Type

Rec Req.?

98

Delete

Edit...

148

142

144

146

TRIP-9-9

Select a Category and Sub-Category

Please select a category and sub-category and click next to continue:

151 →

Category:

Business Purpose

Cash Advances/Fees

Entertainment

Except Reimbursement

Hotel

Meals

Mileage

Other

Transportation

Sub-Category:

Airfare

Airport Tax

Other Transportation

Parking

Rail

Rental Car

Rental Car Gas

Taxi

153 →

150 →

Help

<Back

Next>

Cancel

126

FI-10

10/26

152

Airfare - VISA

02/05/1998

154

450.16

450.16

Carrier:

Specify other:

Was any part of this ticket unused?

☒ No

☐ Yes

Ticket number:

158

Local currency

U.S. (DOLLAR)

Currency code: USD

Change...

Help

<Back

Apply This Item To Your Expense Book

Cancel

146 -

FIG. 12.

GTR Data Entry Screen
X

File
Edit
Visa Charges
Expenses
Settings
Help

Save
Preview
Book Info.
Defaults
Overrides
Visa Info.
Calculator
Print
Submit

Manual Entries...

Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	\$450.16	USD	450.16		0.00	Y
02/05/1998	FIRST BANK	\$100.00	USD	100.00		0.00	Y
02/05/1998	*FINANCE C	\$2.00	USD	2.00		0.00	Y
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		1055.98	
02/06/1998	TONY ROM	\$20.38	CAD	28.00		28.00	

Apply
Recon

Drag

Expense Book Entries

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
02/01/1998	Business Purpose	\$0.00	USD	0.00		

12/26

162

148

144

146

FIG. 13

13/26

Hotel - VISA

Check-in date: 02/05/1998

Number of nights: 5

Local daily rate with taxes: 200

Total in US dollars: 734.86

Hotel chain: 166 Holiday Inn

Specify other:

Local currency: CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000
Change...

Apply This Item To Your Expense Book

Help <Back

158

Date	Description	Amnt. in USD	Cur. Code	Local Amnt.	Print	Type	Rec	Req
02/01/1998	Business Purpose	\$0.00	USD	0.00				

164

14-

Hotel - VISA

You still have a balance left on this VISA charge.

VISA local amount: 1055.98

Amount applied so far: 1000.00

Balance: 55.98

Would you like to continue applying the balance to other expense categories?

174 Yes No Help

Date	Description	AMT. IN USD	Cur.	Code	Local AMT.	Print	Type	Rec	Req
02/01/1998	Business Purpose	\$0.00	USD		0.00				

FIG-15-

15/26

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Dinner - VISA

02/05/1998

40

180

178

(CASH only)

29.39

Date:

Local amount:

Tip: (see note below)

Total in US dollars:

Local currency

CANADA (DOLLAR)

Currency code: CAD

Exchange rate: 1.3608000

Change...

Help

<Back

Apply This Item To Your Expense Book

Cancel

Date	Description	AMT. IN USD	Curr. Code	Local Amt.	Print	Type	Rec	Req
02/01/1998	Business Purpose	\$0.00	USD	0.00				

158

Dinner - VISA

You still have a balance left on this VISA charge.

VISA local amount: 1055.98

Amount applied so far: 1040.00

Balance: 15.98

Would you like to continue applying the balance to other expense categories?

☐ Yes
 ☐ No

Date	Description	Amount in USD	Curr.	Code	Local Amt.	Print	Type	Rec	Req
02/01/1998	Business Purpose	\$0.00	USD	0.00					

↓ Drag to

FIG. 18

150

Select a Category and Sub-Category

Please select a category and sub-category and click next to continue:

Category:

151

Business Purpose
Cash Advances/Fees
Entertainment
Except Reimbursement
Hotel
Meals
Mileage
Other
Transportation

188

Sub-Category:

153

Cash Pmt of VISA Chg
Laundry or Valet
Other Expense
Other Tip
Personal VISA Charge
Telephone or Fax

190

126

Help

< Back

Next >

Cancel

Submit

Information

Apply

Recon

Drag to

D

19-19-

19/26

Personal VISA Charge

Date: 02/05/1998

Local amount: 15.98

Total in US dollars: 11.74

Local currency: CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000
Change...

Information

To prevent possible rounding errors, the exchange rate has been adjusted for this charge.

OK

Apply This Item To Your Expense Book

Cancel

Help <Back

Date	Description	Amount in USD	Curr. Code	Local Amt.	Print	Type	Rec	Req
02/01/1998	Business Purpose	\$0.00	USD	0.00				

158

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2020-2021

Downloaded Visa Charges							
Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	\$450.16	USD	450.16	450.16	0.00	Y
02/05/1998	FIRST BANK	\$100.00	USD	100.00	100.00	0.00	Y
02/05/1998	*FINANCE C	\$2.00	USD	2.00	2.00	0.00	Y
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98	1055.98	0.00	Y
02/06/1998	TONY ROM	\$20.38	CAD	28.00		28.00	
02/08/1998	OUTBACK S	\$17.18	CAD	23.64		12.35	
Expense Book Entries							
Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec	Req
02/05/1998	Dinner	\$29.39	CAD	40.00	VISA		
02/05/1998	Hotel	\$146.97	CAD	200.00	VISA	Y	
02/05/1998	Airfare	\$450.16	USD	450.16	VISA	Y	
02/05/1998	Cash Advance Fee	\$2.00	USD	2.00	VISA		
02/05/1998	Cash Advance-VISA	\$100.00	USD	100.00	VISA		
02/05/1998	Personal VISA Charge	\$11.76	CAD	15.98	VISA		

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146

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Fig. 21 -

Save

Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Manual Entries...

210

Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	Y
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	Y
02/01/1998	UNITED AIR	\$450.16	USD	450.16		0.00	Y
02/05/1998	FIRST BANK	\$100.00	USD	100.00		0.00	Y
02/05/1998	*FINANCE C	\$2.00	USD	2.00		0.00	Y
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		0.00	Y
02/06/1998	TONY ROM	\$20.38	CAD	28.00		0.00	Y

Apply

Recon

Expense Book Entries

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
02/05/1998	Personal VISA Charge	\$11.76	CAD	15.98	VISA	
02/06/1998	Dinner	\$20.38	CAD	28.00	VISA	
02/06/1998	Hotel	\$146.97	CAD	200.00	VISA	Y

142

144

146

FIG. 22

150

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P D

E

Select a Category and Sub-Category

Please select a category and sub-category and click next to continue:

151

Category:

Business Purpose
Cash Advances/Fees
Entertainment
Except Reimbursement
Hotel
Meals
Mileage
Other
Transportation

212

Sub-Category:

153

214

216

Choose one

☒ CASH

☐ VISA

Help

< Back

Next >

Cancel

02/06/1998

Hotel

\$146.97

CAD

200.00

VISA

Y

126

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GTR Data Entry Screen

Edit Visa Charges Expenses Settings Help

Save Preview Book Info. Defaults Overrides Visa Info. Calculator Print Submit Help

Manual Entries...

Confirm

Submitting a book requires a connection to the server and may take a few minutes depending on the speed of your connection. Are you sure you want to submit this book for approval?

Yes No

Date	Merchant	Amt	Currency	Local Amt	Rec Req
/15/1998	SHELL 2001				
/15/1998	NATIONAL-T				
/01/1998	UNITED AIR				
/05/1998	FIRST BANK				
/05/1998	*FINANCE C	\$2.00	USD	2.00	Y
/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98	Y
/06/1998	TONY ROM	\$20.38	CAD	28.00	Y

Expense Book Entries

144

146

